




ADMINISTRATIVE ORDER 2.51
TO: All Department/Division Heads & Supervisory Personnel
FROM: Marsha Grigsby, City Manager 
SUBJECT: Post-Employment Driving Record Checks
DATE: August 1, 2013
Supersedes and Replaces Administrative Order 2.51 dated 10-1-1997 regarding same subject.

I. PURPOSE/INTENT

In the interest of maintaining a safe working environment for all City employees, limiting the liability exposure to the City, protecting the public health, safety, and welfare, upholding the public confidence in the City of Dublin, and upholding the organizational image & reputation of the City of Dublin, it has been determined that a formal written policy should be established regarding the use of driving record checks for existing City personnel and the standards by which employee driving records will be judged. The purpose of this Administrative Order, therefore, is to establish such a policy, define the standards which will be applied in evaluating employees' driving records, and identify the consequences associated with the failure to comply with such standards.

This Administrative Order shall be applicable to all City employees. Questions regarding this Administrative Order should be directed to your supervisor, Department/Division Head, the Office of the City Manager, or the Division of Human Resources.

II. POLICY

It shall be the policy of the City Manager that, as a standard risk management practice and as a strategy to limit the liability exposure to the City, driving record checks shall be conducted on all existing full-time City personnel and any Part Time or Seasonal employees whose position could require the potential use of a City Vehicle. It shall further be the policy of the City Manager that such checks shall be conducted on a semi-annual basis by the Division of Human Resources. The purpose of conducting such checks is to monitor employee driving records for off-duty offenses/violations which could result in an increased liability exposure to the City, which could detract from the image/reputation of

the City, or which could erode the public's confidence in the City. Employees whose driving records display offenses/violations which exceed the following standards shall be subject to the following administrative or disciplinary actions:

- < a maximum of three (3) chargeable minor moving offenses/ violations (including, but not limited to, failure to comply with traffic control devices, speed, property damage accidents, assured clear distance, failure to yield, failure to use proper signals, etc.) within the past two (2) years, or two (2) such offenses/violations within the past one (1) year.
- < No ("zero tolerance") convictions for major/serious moving violations/offenses (including, but not limited to, reckless operation, vehicular homicide, OMVI, failure to comply with lawful order of a police officer, fleeing/alluding a police officer, "hit skip", etc).

Employees whose driving records display offenses/violations which exceed the above standards, shall be precluded from driving a City vehicle, or their own private vehicle during the performance of their normal job duties. If such a restriction results in an inability to perform their assigned duties, and if it is in the City's best interest to temporarily reassign the employee to another set of duties, or modify their normal set of duties, such accommodation may be made; however, if it is not in the City's best interest to make such accommodations, the employee may be terminated from his/her position with the City of Dublin. Should an employee be placed on a driving restriction and not terminated, he/she shall be required to complete a remedial driving course. An employee placed on a driving restriction, shall remain under such restriction until his/her driving record again meets the above referenced standards, as reviewed at the next semi-annual check.

Employees are hereby reminded and advised that they are subject to disciplinary action up to and including dismissal for engaging in off-duty, illegal conduct/behavior unbecoming a City employee which, in the judgment of the City Manager, detracts from the City's organizational image or reputation, or which, in the judgment of the City Manager, erodes the public confidence in the City as an organization.